

and Governmental Affairs establishes working contacts to strengthen ties between the State and local governments. Periodically, Office staff visits each Maryland county and municipality. The Office also participates in the Maryland Association of Counties, the Maryland Municipal League, and other regional organizations.

At public events, the Office represents the State of Maryland. It also informs the public about other functions of the Secretary of State, such as charitable registration and solicitation regulations, extradition, and the notary process.

CERTIFICATIONS & DISCLOSURES

(410) 974-5521

Certifications. The Secretary of State issues certifications of incumbency, manual signature registrations, and official copies of documents that are a matter of record in the Secretary's office (Code State Government Article, sec. 7-106). The Secretary also issues the apostille certifying documents to be transmitted internationally.

Disclosures. Persons doing at least \$10,000 worth of business with the State or its subdivisions in a calendar year and who have made political contributions are required to file a disclosure with the Secretary of State (Code 1957, Art. 33, sec. 30-2). Persons whose business with the State or local governments aggregate \$100,000 in any one year are required to disclose certain information to the Secretary (Code State Finance and Procurement Article, sec. 13-221).

EXECUTIVE ORDERS

(410) 974-5530

The Secretary of State receives original or certified copies of executive orders from the Governor upon their issuance. These are indexed and retained during the Governor's term of office, then delivered to the State Archives. The Secretary delivers copies of executive orders to the Director of the Department of Legislative Reference, and to the Administrator of the Division of State Documents (Code State Government Article, secs. 3-404 through 3-405).

SPECIAL POLICE / RAILROAD POLICE

(410) 974-5521

The Secretary of State Police reviews applications for the appointment of special police and railroad police and recommends to the Governor whether to grant or deny appointment. The Governor may accept or reject this recommendation. The Secretary of State assists the Governor in this process (Code 1957, Art. 41, sec. 4-901; Art. 23, sec. 258).

EXTRADITIONS

Richard A. Morris, *Extraditions Officer*
(410) 974-5530

Extradition is a process by which one state surrenders a person accused or convicted of an offense to another state having authority to try the charge. This process is administered by the Secretary of State on behalf of the Governor.

DIVISION OF NOTARIES PUBLIC

Teresa Owens, *Notary Officer*
(410) 974-5520

The Division of Notaries Public administers the State's notary statutes and issues notary public commissions. Applications, notary public manuals, and related information are available from the Division (Code 1957, Art. 68).

DIVISION OF TRADEMARKS & SERVICE MARKS, HOUSING AUTHORITIES, CONDOMINIUMS & TIME-SHARES

Patricia E. Smith, *Condominiums & Trademarks Officer*
(410) 974-5531

Trademarks & Service Marks. If an applicant's mark is registrable, a certificate of registration is issued by the Secretary of State. (Code Business Regulation Article, secs. 1-401 through 1-415).

Housing Authorities. Under the Housing Authorities Law, housing authorities cannot transact business or exercise powers until the Secretary of State reviews their articles of organization and issues a certificate of approval and a certificate of organization (Code 1957, Art. 44A, sec. 1-205).

Condominiums. The Secretary of State and the Attorney General are charged with enforcing provisions of the Maryland Condominium Act. Residential condominiums offered for sale in Maryland must be registered with the Secretary of State. (Code Real Property Article, secs. 11-127 through 11-130).

Cooperatives. A developer who is converting an apartment house into a cooperative must file with the Secretary of State a copy of the notice of conversion and a list containing the name of each tenant to whom notice was given. State law also provides that the office of the Secretary of State establish a file of local legislation affecting cooperatives (Code Corporations and Associations Article, secs. 5-6B-05; 5-6B-09 through 5-6B-11).

Time-Shares. Since 1985, a developer of a time-share project has been required to file with the Secretary of State a public offering (disclosure) statement for the proposed project. If the Secretary of State determines that the public offering statement satisfies the requirements of the Maryland Real Estate Time-Sharing Act, an order of approval is issued (Code Real Property Article, secs. 11A-101 through 11A-129).